

The attached guidance has been developed to assist in the capture and management of records created and in the custody of employees and contractors who are leaving the Department of Energy. The guidance has been issued by the Chief Information Officer to Senior DOE Program Officials as explained in the Cover Memo and is also being sent to you for your use.

There are two documents attached to this Numbered Memo:

1. Records Management Exit Policy
2. Annual Notice concerning the Records Responsibilities of Senior Officials.

Please read and distribute these documents to appropriate individuals in your office. If you have questions, please contact Sharon Evelin at 301-903-3455 or Susan Frey at 301-903-3666.



ExitPolicyCoverMem  
o1.1.doc (32...



EXIT  
CEDURE.1.doc (56



Annual Notice --  
Papers of Sen...